



# Preliminary Plat Application Requirements

**REVIEW CRITERIA:** It is the purpose and intent of this article:

- A. To promote the health, safety, convenience and general welfare of the citizens of the City.
- B. To set forth appropriate standards for subdivision design which will:
  - 1. Encourage the development of sound, economical, stable neighborhoods and create a healthy living environment for the residents of the City, in conformance with the goals and policies of the Comprehensive Plan.
  - 2. Provide for lots of adequate size, configuration and appropriate design for the purpose for which they are to be used and to accommodate the physical features of the site.
  - 3. Promote design flexibility.
  - 4. Provide for streets of adequate capacity and with which appropriate improvements will handle anticipated traffic flow.
  - 5. Preserve the significant natural features and environmental quality of the City.
- C. To set forth appropriate standards for utilities and services which will:
  - 1. Provide an efficient, adequate and economical supply of utilities and services to land proposed for development, in order to assure that governmental costs are minimized to the greatest extent possible.
  - 2. Ensure at the time of subdivision that adequate storm drainage, sewage disposal and other utilities, services and improvements needed as a consequence of subdivision of land are provided.
  - 3. Provide for the undergrounding of all public utilities lines up to thirty thousand (30,000) volts except as otherwise provided in section 7.7.805 of this article.
- D. To assure the provision of adequate and safe circulation which will:
  - 1. Minimize traffic hazards through means of appropriate street design, and provide for safe and convenient vehicular and pedestrian traffic circulation.
  - 2. Provide for adequate vehicular access to abutting properties and the subdivider's remaining holdings.
  - 3. Assure that street rights of way are provided for in accord with the major thoroughfare plan and the City Engineer design manual.
  - 4. Provide for safe and convenient pedestrian access throughout the community.
- E. To assure adequate public facilities are provided which will:
  - 1. Enhance the coordination of subdivision development with the provision of public facilities such as parks, recreation areas, schools and other types of community facilities.
  - 2. Ensure that public facilities are provided in accord with the City's Comprehensive Plan.
  - 3. Provide for adequate law enforcement and fire protection facilities.
- F. To ensure the appropriate development of the community through the implementation of the goals and policies of the Comprehensive Plan. (Ord. 96-44; Ord. 01-42)

**SUBMITTAL CHECKLIST:** The following items will need to be included in any Preliminary Plat review submittal.

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> <a href="#">General Development Application Form</a>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
<ul style="list-style-type: none"> <li>1. A clear description of the proposed plat. If public easements dedicated by plat to the City are to be vacated as part of the request, indicate this within the project statement letter;</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>2. A Justification based on the review criteria addressing why the proposed plat should be approved; and</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>3. An Issue List stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner, has been addressed in the proposed subdivision plat.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Mineral Estate Owner Notification Certification Affidavit</a> (Public Hearing Items ONLY)	<input type="checkbox"/>
<input type="checkbox"/> A <b>legal description</b> of the proposed project	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Geologic Hazards Report or Waiver</b>	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Drainage Report</b> , prepared by a qualified engineer will be required unless waived	<input type="checkbox"/>
<input type="checkbox"/> 2 copies of a <b>Traffic Study</b> prepared by a qualified engineer will be required unless waived	<input type="checkbox"/>
<input type="checkbox"/> Submittal of the <a href="#">Hydraulic Grade Line (HGL) Request Form</a> to Colorado Springs Utilities (CSU)	<input type="checkbox"/>
Email completed form and map to <a href="mailto:waterplanning@csu.org">waterplanning@csu.org</a> or fax to 719-668-5651 prior to application submittal.	

**SUBMITTAL CHECKLIST:** *Continued from previous page*

Applicant	Planner
<input type="checkbox"/> Submittal of the <b>Wastewater Facilities Master Report</b> to Colorado Springs Utilities (CSU) Email completed form and map to <a href="mailto:wwmasterplansubmit@csu.org">wwmasterplansubmit@csu.org</a> prior to application submittal.	<input type="checkbox"/>
<input type="checkbox"/> <b>Proof of Ownership</b> via title insurance, tax assessor's statement, sworn statement of the owner or a deed.	<input type="checkbox"/>
<input type="checkbox"/> <b>Ad Valorem Taxes</b> - proof payment via paid tax receipt, an archive report, or a certificate for ad valorem property taxes.	<input type="checkbox"/>
<input type="checkbox"/> A copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner	<input type="checkbox"/>
<input type="checkbox"/> Copies of a Preliminary Plat showing all "Plan Content Requirements" below ( <i># TBD by Planner</i> )	<input type="checkbox"/>
<input type="checkbox"/> <b>Utility Line Locates</b> provided if public easements dedicated by plat to the City are to be vacated, unless waived by Springs Utilities ( <i>refer to content requirements</i> ).	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox folder</b> (Planner to send folder invite link through email)	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** The content of the preliminary plat must include the following information.

**General Information**

<input type="checkbox"/> Name of subdivision at the top of the sheet, followed by a subtitle identifying the Section, Township and Range along with City, County and State.	<input type="checkbox"/>
<input type="checkbox"/> Sheet Size shall be 24" x 36" including 1/2" border with 'landscape' orientation.	<input type="checkbox"/>
<input type="checkbox"/> Indication of standardized scale, both fractional and bar (i.e. 1" = 20')	<input type="checkbox"/>
<input type="checkbox"/> North arrow	<input type="checkbox"/>
<input type="checkbox"/> Vicinity Map (does not have to be to scale). A vicinity location necessary to locate the tract.	<input type="checkbox"/>
<input type="checkbox"/> Date of preparation	<input type="checkbox"/>
<input type="checkbox"/> Legal Description of the overall boundary of the subdivision with acreage. All courses on the legal shall be shown and labeled on the plat drawing.	<input type="checkbox"/>
<input type="checkbox"/> Name, address and phone number of the applicant, legal property owner and/or subdivider	<input type="checkbox"/>
<input type="checkbox"/> Name and address of the designer, surveyor and/or engineers.	<input type="checkbox"/>
<input type="checkbox"/> Approximate location of land intended to be conveyed or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision.	<input type="checkbox"/>
<input type="checkbox"/> All existing building, landscaping and parking areas. An indication of the buildings and improvements to remain and to be removed in conjunction with the subdivision.	<input type="checkbox"/>
<input type="checkbox"/> Existing zoning and/or proposed zoning boundary lines, including zoning of contiguous properties.	<input type="checkbox"/>
<input type="checkbox"/> Approximate layout, dimensions, square footage and number of lots.	<input type="checkbox"/>
<input type="checkbox"/> Names of the public or private streets or other public and private ways, easements, railroad and utility rights-of-way, section and incorporation lines within the tract. Any private street shall include the designation "private" immediately following street name; any other private right-of-way that is not named shall include the designation "private".	<input type="checkbox"/>
<input type="checkbox"/> The approximate radii of all street curves	<input type="checkbox"/>
<input type="checkbox"/> Size and location of existing bridges, culverts and other provisions for collection and discharge of surface drainage.	<input type="checkbox"/>
<input type="checkbox"/> Indication of any property subject to 100 year flooding as determined by the FEMA maps; approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of all water courses.	<input type="checkbox"/>
<input type="checkbox"/> Accurate existing contours shall be shown at intervals of two feet (2') or less; contours at intervals of five feet (5') will be acceptable for very rough topography. Said contours shall be extended onto adjacent property a sufficient distance to establish proper topographical relationships.	<input type="checkbox"/>
<input type="checkbox"/> Proposed grading, including approximate street grades.	<input type="checkbox"/>
<input type="checkbox"/> Means of providing vehicular access to adjoining properties.	<input type="checkbox"/>
<input type="checkbox"/> Show all adjacent public rights-of-way and improvements, including location of existing curb, pavement, gutter and sidewalk.	<input type="checkbox"/>
<input type="checkbox"/> All easements, both existing and proposed. ( <i>This includes all easements are required by the Utilities Departments, City Engineer and other public and quasi-public agencies.</i> ) Provide either the book and page, or the reception number for each easement.	<input type="checkbox"/>
<input type="checkbox"/> All other information required by Colorado State law.	<input type="checkbox"/>

**PLAN CONTENT REQUIREMENTS:** *Continued from previous page.*

Applicant	Planner
<input type="checkbox"/> All existing and proposed utility mains and services accurately and clearly depicted.	<input type="checkbox"/>
<input type="checkbox"/> Indicate all existing easements requested to be vacated.	<input type="checkbox"/>
<input type="checkbox"/> Where the preliminary layout covers only a part of the subdivider's entire holding, a sketch of the prospective street system of the unsubmitted part shall be furnished insofar as it affects the plat submitted for consideration of the overall street system.	<input type="checkbox"/>
<input type="checkbox"/> Location of all existing and proposed bikeways and multi-use trails as delineated on the Multi-Use Trails Plan and in the Bicycle Plan.	<input type="checkbox"/>
<input type="checkbox"/> Public facilities plan (placement and size of all public facilities including curb, gutter, sidewalks, pavement, utility lines, storm drainage facilities and easements located within or adjacent to the site).	<input type="checkbox"/>
<input type="checkbox"/> Geologic Hazard Study disclosure statement (not required if waiver has been approved): "This property is subject to the findings summary and conclusions of a Geologic Hazard Report prepared by _____ dated _____, which identified the following specific geologic hazard on the property: _____ . A copy of said report has been placed within file # _____ or within the subdivision file _____ of the City of Colorado Springs Planning and Development Team. Contact the Planning and Development Team, 30 South Nevada Avenue, Suite 105, Colorado Springs, CO, if you would like to review said report."	<input type="checkbox"/>
<input type="checkbox"/> If within an airport overlay, the following note must be added: "The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions as specified on the instrument recorded at reception no. 217069667 of the Records of El Paso County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."	<input type="checkbox"/>